

BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales · Charity number 277012

Details

Other names BISHOP LUFFA SCHOOL PARENTS ASSOCIATION

Status Registered

Legal form Other

Registered 1979-01-24

Register [View on the Charity Commission register](#)

Contact

Address Bishop Luffa School
Westgate
Chichester
West Sussex
PO19 3HP

Phone 01243787741

Email pfa@bishopluffa.org.uk

Website www.bishopluffa.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION AT BISHOP LUFFA C.E. COMPREHENSIVE SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR EDUCATION AT THE SCHOOL (NOT NORMALLY PROVIDED BY THE LOCAL EDUCATION AUTHORITY).

Activities: Fund Raising group of parents and friends of the school who run activities to raise funds for the school

Classification

- **How:** Provides Other Finance, Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** Education/training, Other Charitable Purposes
- **Who:** Children/young People

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£48,018	£56,702	-	-
2024-07-31	£29,365	£31,090	-	-
2023-07-31	£45,585	£51,498	-	-
2022-07-31	£48,655	£28,318	-	-
2021-07-31	£20,624	£16,885	-	-

Trustees

Name	Role	Appointed
Sharon Quail	Chair	2022-11-28
Jana Thomas		2025-09-23
Julie Howard		2023-11-20
Kelly Sewrey		2024-11-13
Sian Elizabeth Blanshard		2025-09-23
Susan Bromell		2018-11-13

BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales - Charity number 277012

Accounts



Bishop Luffa Parents & Friends Association

Part of the Bishop Luffa Learning Partnership

Westgate Chichester West Sussex PO19 3HP
A CHURCH OF ENGLAND SCHOOL
Telephone: 01243 787741

Head: Mr Austen Hindman
www.bishopluffa.org.uk

Bishop Luffa PFA Co-Chairs' Report

For year ended 31 July 2025

Introduction

We are delighted to have the privilege of reflecting on another great year for the Bishop Luffa Parent-Friends Association (PFA)!

Our heartfelt gratitude goes out to all Parents, Carers, Friends, and sponsors whose unwavering support has made possible every success we celebrate. You are truly integral in the endeavours of the PFA—thank you for being an essential part of our school community.

Highlights and Key Events

September 2024: Y7 Parents Cheese & Wine Evening

This non-profit event is organised by the PFA. It enables parents to visit their child's house and meet the heads of houses. The gathering provides an opportunity for the PFA to inform new families about its activities and introduce a few PFA charity volunteers. The event also explains the role of the PFA charity within Bishop Luffa school life. Additionally, the PFA seeks new monthly donors to replace those who have left after their children leave to school. This particular year saw a small number of new donors join the list.

October 2024: Annual Prom Dress Sale

The annual Prom Dress Sale underwent an exciting transformation in **October 2024**, thoughtfully rescheduled to align with the activities of local prom dress retailers! Relocated to the Dance Studio—an inviting, mirrored space perfect for trying on dresses—the event thrived under the leadership of PFA volunteers Naomi Godfrey and Anna-Jane Roebuck, with enthusiastic support from a dedicated team over two bustling days. Their hard work paid off, attracting visitors from as far afield as Southampton, Crawley, and East Grinstead, making it a truly memorable and inclusive occasion.

We would like to extend our sincere thanks to Naomi and Anna-Jane for the commitment and countless hours they devoted to making this event a success. Your sterling efforts are truly appreciated by the PFA and the wider school community.

November 2024: AGM & Committee News

- A particular highlight in **November 2024** was the Willow Wreath Making evening—a PFA-led pilot event that proved to be both highly popular and oversubscribed. Conceived and organised by main committee member Sara Thornton-Smith, the evening came together seamlessly, from securing a talented instructor to managing ticket sales and arranging the venue. The event was a tremendous success, with attendees offering glowing feedback on the experience. Thank you, Sara, for the confidence to run with a new event and raise vital funds for the students.
- The November's 2024 AGM saw the following changes:
 - Julie Howard and Sharon Quail resigned as Co-Chairs; Simon Tooley completed his Treasurer term.
 - Sharon Quail agreed to continue as caretaker Co-Chair; Julie Howard stepped in as interim Treasurer.
 - Tara Atkins became Refreshments Lead, Louise Skilicom took on Raffle Prizes Coordinator, and a Social Media Lead position was introduced but not filled.



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November–December 2024: The Diamond Legacy Project

The heart of our 2024 fundraising efforts was the exciting "Diamond Legacy Project," launched to celebrate Bishop Luffa's 60th Anniversary. The vision? To create a legacy that every student could enjoy for years to come. Responding to overwhelming requests from pupils for more useable outdoor covered spaces and extra seating, the PFA set out on our most ambitious journey yet—one that would transform the school environment and encourage a stronger sense of community for the students.

To make this dream a reality, the project was divided into exciting, visible phases, ensuring that every milestone reached would spark new enthusiasm across the school. The first tangible results were delivered in **November and December 2024**: vibrant, multi-coloured benches set to brighten up school outdoor life, invite conversation, connection, and relaxation. Future phases include the installation of another stunning 10m x 10m canopy, promising shelter and a gathering space for all—rain or shine.

January 2025: Burns Night

January 2025 ushered in a lively celebration at Bartlett Hall, where guests gathered for an evening of dining, dancing, and the cherished tradition of Burns Night. The school hall was transformed with tartan and Scottish-themed décor, creating a festive atmosphere enjoyed by all. The highlight of the night was a spirited ceilidh led by a newly recruited band, which kept everyone on their feet.

Spearheaded by Greg James from the PFA Main Committee, the event proved to be a tremendous success, thanks to Greg's planning, menu creation, wine choices and the band he chose. Our heartfelt appreciation extends to Greg for the countless hours and attention to detail that made the evening so memorable and widely praised. We are also very grateful to the many volunteers whose enthusiasm and commitment of time and creativity helped ensure the night was truly special.

March 2025: Buggy School Performance

The PFA provided refreshments at four packed-out evening shows, thanks to our willing volunteers.

April 2025: Busy Fundraising Month

- **April 2025** proved to be a bustling month for the PFA. The Year 7/8 Disco, expertly organised by PFA main committee member and teacher representative Damien Clarke, saw a remarkable turnout and ticket sales that eclipsed last year's record. The energy and enthusiasm were palpable throughout the evening—made possible by the fantastic support of our dedicated team of volunteers. Special thanks go to our talented resident DJ, James (at the time in Year 8), who generously provided his equipment and expertise free of charge—helping us maximize the funds raised that evening.
- In addition, the Interhouse Dance Finals and Celebration of Dance performance evenings took place, with the PFA once again providing refreshments in support of the Drama department—adding a warm and welcoming touch to these spirited events.
- A particularly joyful milestone was reached as part of our canopy and bench installation project. Thanks to a generous £800 donation from Redrow to the school, facilitated by Tara Atkins, a specially designed bench to accommodate wheelchair users was procured, ensuring greater accessibility for all. This act of kindness was celebrated with a photo opportunity and a feature article in the Chichester Observer, marking a proud moment for the school and the PFA. It was truly an occasion to honour the spirit of inclusivity and community that drives our efforts.



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May–June 2025: Exam Period

May 2025 into June 2025 was the school's exam period. During this time, the PFA avoids large events and instead focuses on less prominent fundraising activities. The summer raffle began in mid-June, featuring a range of prizes provided by PFA main committee members.

Sharon Quail and Sian Blanshard were officially appointed as Co-Chairs for the rest of the academic year, and this was agreed by the committee.

June 2025: Annual Fruition Event & Prom Night

- **June 2025** saw the much-anticipated Annual Fruition Event, a true showcase of the school's talent within the vibrant Arts, Music, Drama, and Dance departments. The PFA brought their ever-popular BBQ to the festivities, and it proved to be an overwhelming success. Fortunately, the weather was on our side, blessing us with plenty of sunshine and only the occasional cloud. The BBQ was a hit, with families gathering to enjoy a delicious meal together, many grateful for a night off from cooking!

A heartfelt thank you goes to all the incredible PFA volunteers who made this possible. Your efforts helped to foster a warm and welcoming atmosphere, something that was remarked upon by countless visitors. It was a wonderful reminder of the strength and spirit of our school community.

Glorious weather and a festive atmosphere allowed families to gather at the school to enjoy good food, showcasing entertainment and great company.

- In the lead-up to the highlight of the Year 11 calendar, we launched a GoFundMe Prom campaign to help offset the costs associated with organising such a fantastic and memorable event. Thanks to the generosity of our supporters, and the incredibly large number of volunteers this year, we were able to create a truly spectacular prom night for our Year 11 students. A memory we hope will stay with them for years to come.

The atmosphere was incredible, and it may well have been the best prom we've hosted in recent history. I feel immensely fortunate to have partnered with PFA Main Committee member Susan Bromell to deliver the very best experience possible for our Year 11s. Together we secure, arrange, design and plan out the whole event a year in advance. A heartfelt thank you to Susan for her constant unwavering commitment to the PFA for so many years, and to the Prom. And our thanks to Mrs Shona Charge, our invaluable school liaison, with whom we collaborate closely to ensure this memorable event's success.

July 2025: Welcoming New Year 7 Parents and Carers and Summer Raffle Draw

- As the academic year progressed, we welcomed the parents and carers of our soon-to-be Year 7 students to the school for information evenings. On one particularly hot evening in **July 2025**, the decision was made to hold the meeting in the now-vacant marquee, offering some respite from the heat. Newly elected Co-Chair Sian Blanshard delivered an engaging presentation to the families joining our school community. Afterwards, together with Nicky Christopher and Sarah Gleeson, Sian opened the PFA Uniform Shop, achieving record takings for the evening. We take great pride in our uniform shop; not only is it a significant source of revenue for the PFA, but it also promotes sustainability by reducing uniform waste. This initiative benefits both our school community and the environment.
- Many lucky winners and a wonderful collection of prizes, generously donated by the school community made the Summer Raffle Draw a great event.



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Looking Back, Looking Forward

Despite the challenges of dwindling monthly donor contributions, we are grateful that event income has continued to hold if not be improved upon from previous years. And volunteer numbers are at a five-year high. The Diamond Legacy Project stands as a testament to what we can achieve together - lasting symbols of inclusion and school spirit.

Our Gratitude

Some of our volunteers give multiple days of their time, often unseen, and always with the aim of continuing to help make Bishop Luffa the best it can be. Thank you to every parent and carer whose generosity and dedication have made this possible. Your time is valued beyond the monetary worth and the school community is richer for you being in it.

We would like to thank Julie Howard for stepping in as Interim Treasurer. Her tireless efforts have brought greater clarity to our charity's finances, enhancing transparency for the committee and ensuring we have a better understanding of how our funds are managed and spent.

Our heartfelt thanks to Helen Solly, who, despite her intention to step back from the demanding responsibilities of running the Uniform Shop, has continued to dedicate her time and energy to this role over the past year. Entering her twelfth year of contribution to the PFA, and with her youngest child nearing the end of their time at Bishop Luffa in two years, Helen understandably will gradually reduce her involvement. Nonetheless, her commitment and hard work have remained unwavering. Thank you, Helen, for all that you do.

Austen Hindman and Mark Nicholds – our appreciation for the many meetings you attend to reinforce your support for the PFA. Your steadfast advocacy within the school community has a significant impact. And we are grateful for all that you bring to our meetings.

Tara Atkins, our gratitude for taking on the role of Refreshments Lead and ensuring a PFA presence at the events when it is requested and required.

Thanks to Kelly Sewrey for her role as Committee Secretary for the last two years, ensuring we have our agendas and minutes despite life's busy schedules.

We are grateful to the other members of the main committee who consistently, where they are able, put energy into fundraising for the school for this last year: Susan, Sara, Steph, Hester, Emily, Greg, Jordon, Nikki, Kristi and Damien.

We would also like to extend our thanks to Nicky Christopher, our main liaison with the school and an invaluable source of support for the PFA. Nicky assists with correspondence to parents and carers, advertising our events, and the administration behind the scenes of some key PFA activities, such as the raffle and Uniform shop.

A Final Word

While leading the PFA comes with many challenges, it has been an overwhelmingly positive year. Our fundraising and volunteer community are stronger than ever, and the events we put on are all well received. Together we continue to help create an inclusive, vibrant environment for all students to enjoy.


Thank you - past, present, and future members - for your dedication to the aims of the PFA and creating the heart of the Bishop Luffa PFA community.

 Sharon Quail (Feb 4, 2026 13:56:20 GMT)

Sharon Quail and Sian Blanshard

Co-Chairs, Bishop Luffa PFA

Date: 05/02/26

 Sian Blanshard (Feb 5, 2026 21:40:22 GMT)



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BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS

FOR FINANCIAL YEAR ENDED

31 JULY 2025



Bishop Luffa Parents & Friends Association

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Bishop Luffa PFA Treasurer's report

For year ended 31 July 2025

Status

Bishop Luffa Parents and Friends Association ("BL PFA") is a registered charity in England and Wales with a registration number 277012 and registered address at Bishop Luffa School, Westgate, Chichester, PO19 3HP. The bank accounts are held with Barclay's plc.

Accounts preparation

The accounts have been prepared on a receipts and payments basis as the gross income for the financial year ended 31 July 2025 did not exceed £250,000. The accounts have been reviewed by an independent examiner in line with the relevant requirements.

The accounting records are maintained in excel, with appropriate reconciliations performed regularly.

Mission

BL PFA helps to support the Bishop Luffa School by raising money to provide the "extras" that the school budget simply cannot cover. Its members strive to help foster a strong sense of community and inclusion with the activities and events put on throughout the year, as well as supporting the school's own activities and events.

Governance and control

BL PFA is governed by the Board of Trustees following the principles of its governing documents which detail the policies and controls in place. The Trustees do not receive remuneration for the work carried out on behalf of the BL PFA, other than reimbursement of legitimate expenses. The Trustees in office during the year ended 31 July 2025 and up to the date the accounts have been approved were:

<u>Name</u>	<u>Date of appointment</u>	<u>Date of resignation</u>
Sharon Quail	22/11/2022	
Sian Elizabeth Blanshard	23/09/2025	
Jana Thomas	23/09/2025	
Kelly Sewrey	13/11/2024	
Julie Howard	20/11/2023	
Susan Bromell	13/11/2018	
Estella Wood		26/11/2024
Helen Solly		26/11/2024
Simon Tooley		04/11/2024



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All payments, including cheque and electronic transfers require dual signature or authorisation.

The Trustees and the Committee meet regularly to discuss, and where appropriate approve, the charity's financial position, funding requests from the school and event planning and execution.

The BL PFA is a charity that anyone with links to Bishop Luffa can join.

Accounts summary

Total closing balance of the general fund as at 31 July 2025 was £33,205.73 (2024: £41,890.09), all held as cash at bank or in hand, of which £7,652.95 was ringfenced in a Wellbeing fund (2024: £12,914.04).

The net income from various events held throughout the year increased to £17,557.27 (2024: £5,849.52), with the most significant difference being the amounts raised from the Big Walk. The regular donations continued the downward trend reducing to £6,047.00 (£7,760.00).

Payments to the school included a contribution to various projects totalling £23,480.76 (2024: £9,416.20), including a contribution towards the outdoor covered spaces and extra seating, part of the Diamond Legacy Project launched to celebrate the school's 60th anniversary.

Total deficit for the year of £8,684.36 (2024: 1,725.01) was met from existing reserves.

Jana Thomas
Treasurer, Bishop Luffa PFA

Date: 04/02/26



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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Bishop Luffa Parents & Friends Association

On accounts for the year ended

31 July 2025

Charity no (if any)

277012

Set out on pages

i-iii

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 July 2025**.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement


I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:


Svetlana Silvestre (Feb 5, 2026 19:31:10 GMT)

Date:

05/02/26

Name:

Svetlana Silvestre FCCA

Relevant professional

Association of Chartered Certified Accountants



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**qualification(s) or body
(if any):**

--

Address:

70 Alzey Gardens
Harpenden
AL5 5SY

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No further disclosures required



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	As at 31-Jul-25	As at 31-Jul-24
<u>Balance Sheet</u>		
<u>CURRENT ASSETS</u>		
Cash at bank	24,515.23	28,783.00
Well Being Fund	7,652.95	12,914.04
Cash in hand	1,037.55	193.05
TOTAL ASSETS	33,205.73	41,890.09
TOTAL NET ASSETS	33,205.73	41,890.09
<u>GENERAL FUND</u>		
Opening balance as at 1 August	41,890.09	43,615.10
Surplus / (Deficit) for the Year	(8,684.36)	(1,725.01)
Closing balance as at 31st July	33,205.73	41,890.09
<u>BANK ACCOUNTS</u>		
Premium int (955)	20,064.80	33,878.48
Refreshment 485)	24.32	390.00
Prom (321)	2,376.30	2,976.03
Mthly donations (453)	1,199.81	792.65
RCE Baker donations (415)	15.00	125.50
Diamond Legacy/Wbeing (425)	7,323.02	2,492.20
Chq book (283)	800.99	(551.78)
Uniform (291)	363.94	1,593.96
Total balance	32,168.18	41,697.04



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		Y/e 31-Jul-25	Y/e 31-Jul-24
<u>Profit and loss</u>			
<u>INCOME</u>			
Events	Note 1	34,129.54	12,363.10
Other income			
Regular donations		6,047.00	7,760.00
Uniform shop sales		3,675.19	3,729.58
Donations - Chicken club		0.00	0.00
Donations	Note 2	2,240.00	772.71
Gift Aid rebate		1,222.58	1,975.74
Repayment of Medieval Loan		0.00	1,600.00
Interest		362.89	454.56
Easy Fundraising		340.94	338.30
Friends Subscriptions		0.00	110.00
Well Being Income		0.00	12.00
Pay Pal Just Giving		0.00	35.00
Clothing Bank		0.00	213.60
Total income		48,018.14	29,364.59
<u>EXPENDITURE</u>			
Events	Note 1	(16,572.27)	(6,513.58)
Other expenditure			
Miscellaneous		(3.46)	(23.00)
Equipment		(80.92)	0.00
Total expenditure		(16,656.65)	(6,536.58)
GROSS SURPLUS FOR THE YEAR		31,361.49	22,828.01
<u>PAYMENTS TO THE SCHOOL</u>			
Minibus leases		(5,304.00)	(5,304.00)
Counselling		(3,000.00)	(3,000.00)
School charitable fund		(3,000.00)	(3,000.00)
Wellbeing activities		(5,261.09)	(3,832.82)
Projects	Note 3	(23,480.76)	(9,416.20)
Total payments to the school		(40,045.85)	(24,553.02)
TOTAL SURPLUS / (DEFICIT) FOR THE YEAR		(8,684.36)	(1,725.01)

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Notes:

Note 1

Event	Y/e 31-Jul-25			Y/e 31-Jul-24		
	Income	Expenditure	Net	Income	Expenditure	Net
Cheese & Wine	0.00	(225.61)	(225.61)	0.00	(445.31)	(445.31)
Open Evening	290.28	(76.89)	213.39	0.00	0.00	0.00
Performers' Platform	80.59	(101.47)	(20.88)	0.00	0.00	0.00
Big Walk	10,566.42	(575.00)	9,991.42	0.00	0.00	0.00
Prom Dress Sales	3,516.04	(1,828.93)	1,687.11	1,380.27	(515.25)	865.02
Willow Star workshop	700.62	(609.15)	91.47	0.00	0.00	0.00
Burns Night	3,523.50	(2,676.34)	847.16	3,331.12	(2,135.36)	1,195.76
Bugsy Malone	893.87	(352.12)	541.75	0.00	0.00	0.00
Inter-house Dance Finals	246.47	0.00	246.47	0.00	0.00	0.00
Celebration of Dance	198.78	(67.00)	131.78	0.00	0.00	0.00
Y7/8 Disco	1,177.50	(151.36)	1,026.14	543.75	(331.32)	212.43
Fruition	915.34	(268.51)	646.83	0.00	0.00	0.00
House Drama	138.18	(45.36)	92.82	0.00	0.00	0.00
Prom	10,189.41	(9,594.53)	594.88	1,700.01	(1,969.09)	(269.08)
Prom Dress Raffle	526.00	0.00	526.00	0.00	0.00	0.00
Summer Raffle	870.00	0.00	870.00	215.00	(20.00)	195.00
60th Anniversary Celebrations	0.00	0.00	0.00	4,017.79	(228.90)	3,788.89
Other	296.54	0.00	296.54	1,175.16	(868.35)	306.81
Total	34,129.54	(16,572.27)	17,557.27	12,363.10	(6,513.58)	5,849.52

Note 2

Donations	Y/e	Y/e
	31-Jul-25	31-Jul-24
Chicken club	1,700.00	0.00
Broyst Foundation	500.00	0.00
Charities Trust	40.00	0.00
P Beecham Trust	0.00	500.00
Other	0.00	272.71
	2,240.00	772.71

Note 3

Projects	Y/e	Y/e
	31-Jul-25	31-Jul-24
Yoga mats	0.00	0.00
ESSA finals contribution	0.00	0.00
Popcorn maker for film club	0.00	0.00
Diamond legacy	(21,280.76)	
Chicken club	(1,700.00)	0.00
La Diva choir	(500.00)	0.00
Lighting Desk	0.00	(4,250.00)
Art Dept - Tile Printing Equipment	0.00	(4,636.20)
Donation received in error	0.00	(30.00)
Ukranian Appeal	0.00	(500.00)
	(23,480.76)	(9,416.20)

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BL PFA Accounts to 31 Jul 2025


Final Audit Report

2026-02-05

Created:	2026-02-04
By:	Jana Thomas (jana3thomas@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAO-JibJmg6zIlo3SsZj1QLa1Dy_NVcJ78

"BL PFA Accounts to 31 Jul 2025" History

-  Document created by Jana Thomas (jana3thomas@gmail.com)
2026-02-04 - 1:33:34 PM GMT- IP address: 149.102.22.161
-  Document emailed to Sharon Quail (sharon_quail@yahoo.co.uk) for signature
2026-02-04 - 1:33:39 PM GMT
-  Document emailed to Sian Blanshard (sianejackson@btinternet.com) for signature
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-  Document emailed to Svetlana Silvestre (svetlana.silvestre@gmail.com) for signature
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 Agreement completed.

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BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales - Charity number 277012

Accounts



Bishop Luffa Parents & Friends Association

Part of the Bishop Luffa Learning Partnership

Westgate Chichester West Sussex PO19 3HP
A CHURCH OF ENGLAND SCHOOL
Telephone: 01243 787741

Head: Mr Austen Hindman
www.bishopluffa.org.uk

Bishop Luffa Co-Chairs and Trustee Report

November 2024

It has been an amazing year for the Bishop Luffa PFA, and firstly we would like to say a massive thank you to all the Parents, Carers, Friends and sponsors that have supported the PFA, and us personally, in so many ways. We really couldn't have done it without you.

Highlights Summary November 2023 to November 2024

In September 2023, Sharon & Susan, Charity Trustees, stepped up and ran the Y7 Parents Cheese & Wine Evening - a social get together for new parents encompassing an opportunity to meet the PFA charity volunteers and understand the unique part the PFA charity plays within the secondary school community. After a heartfelt plea, some new monthly donations came forward, helping support the school minibuses, counsellors and school charity.

At November's AGM in 2023, Simon Tooley and Estella Wood stepped down and Julie Howard and Sharon Quail were voted in as the new Co-Chairs.

After formally taking responsibility for the PFA in **December 2023**, the first big PFA event we oversaw was Burns' night where the Barlett Hall was adorned in tartan and Scottish themed décor like never before! The turnout was lower than in previous years (56 people), but the PFA raised nearly £1,000 from the event. The great fun had by all attendees made for very positive feedback. This was also the first time that the PFA Charity trialled a collaboration with the Duke Of Edinburgh Co-ordinators and enabled a handful of Year 10s to undertake voluntary charity work to count towards their award.

In February 2024 we held the Pre-Loved Prom Dress Sale, **originally initiated and curated single handedly by a long standing PFA member Sam Pullen**. Her vision was to find new owners for expensive gowns, traditionally bought for single use, and create a sustainable less expensive way for all pupils to feel special on prom day whilst raise funds for the school charity, **"Quite a win, win win!"**

As it was Sam's final year, the new committee offered much more support, involvement and helped relocate the event into the main school building. A large new team evolved, and the

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event was taken to another level. The sense of community that this cultivated, and the pleasure derived from all involved, made this a truly inspired and emotional event.

“There is nothing quite as special as seeing the face of a young lady when she finds **that** perfect dress!”

“And nothing quite like the relief on a parents face as when it isn’t costing the earth!”

The morning of sales generated around £500 for the PFA to reinvest into the school. A Raffle helped push up the profit.

This Pre-Loved Prom Dress Sale is now permanent fixture on the PFA calendar event with a future sale taking place in October.

A meeting with the teachers to try to forge new relationships between the teaching staff and PFA to enable collaborations. In raising the PFA profile in a school this size is essential as lot of people are unaware of what the PFA charity does or can do.

February into March 2024 saw the school performance of Alice! The Musical which ran for four nights. With renewed vigour and an expanded refreshments team, a swathe of new volunteers came forward ensuring the event could be well supported by the PFA. The burgeoning of volunteers proved invaluable throughout the year and reinforced the PFA’s presence at the numerous events put on by the school. The trialling of new offerings in the product range helped to improve the financial takings! We are very grateful to all the volunteers for their time and hard work.

In **May 2024**, the Year 7/8 Disco made it onto the school calendar, and a great time was had by all the pupils. We were fortunate to have secured a fabulous DJ, (through Richard Green), and the Disco lighting was operated by the schools up-and-coming Tech Team. The DJ was kind enough to donate his time for free that night, helping to boost the funds raised, which was approximately £600.

The School’s Annual Fruition Event was held in **June 2024**. The PFA attempted to try a new idea and offered a BBQ. This was amazingly successful and very well supported by very hungry attendees who, in some cases, fed their whole family to save cooking dinner!

The highlight of this school calendar year took place in one weekend at **the end of June**. The PFA Prom team, with vastly increased volunteer numbers, delivered an incredible and memorable Prom for the Year 11s. The following day, to celebrate the School’s 60th Diamond Anniversary, a special commemorative service was held at Chichester Cathedral. Following the event, current and past alumni were invited back to the school for tours and a fabulous

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Vintage Cream Tea Afternoon hosted in the Marquee by the PFA. The success of this event was palpable and so much credit and thanks must go to the PFA members who turned up to rapidly “flip” the marquee from Prom themed to 1964 themed in a matter of hours, and provide an incredible offering in the form of a huge variety of cakes, scones and teas which whet the appetite of the long queues of guests that formed!

Alongside this event there was the big PFA raffle of the year, where once again many kind businesses donated prizes for our cause, and we sold over a thousand tickets.

As this year is the school’s Diamond Anniversary, the PFA wanted to provide a legacy to mark this special year. So, the focus of this year's fundraising has been for a "Diamond Legacy Project". This project is a response to pupils' needs for more covered areas and seating around the school. This extremely ambitious endeavour comes at significant cost and as such has been split into phases to enable greater visibility of the results as each milestone is reached.

We are delighted and excited to confirm that the first two phases, coloured benches are due to be delivered imminently with the remaining phases being worked towards in the coming year. installation of a 10m x 10m canopy and ten benches. Thanks to a very generous donation from UK Housebuilding firm Redrow, we were able to invest in an adapted bench to allow wheelchair users to utilise the benches too. Our grateful thanks to Redrow.

As the year financially ended on July 31st, 2024, so did the roles of some key individuals on the PFA.

On behalf of Bishop Luffa PFA we would like to extend our thanks to the following people for their dedication and commitment to the Bishop Luffa PFA charity over the years.

Simon Tooley who, over the past fourteen years, has held various roles within the PFA, including that of Co-chair, Trustee Chair and in more recent years the Treasurer. It's been a very long commitment from Simon, who has faced some of the toughest challenges along the way, such as the impact of the Lockdown and effects it has had on fundraising.

Helen Solly who has resigned her position of Charity Trustee after many years of being a highly active member of the PFA and who has given many hundreds of hours to volunteer for the PFA to ensure the continued support for the school. Helen is also responsible for collecting, organising and running the School Uniform Shop on behalf of the PFA and has kindly offered to continue this role for the remainder of the school year.

Estella Wood who, also alongside Simon Tooley, was the previous year’s Co-chair and a valuable member of the refreshments team. Estella has now resigned her role as a Charity Trustee.

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Lisa Rustell, a huge supported of the PFA and its efforts to raise vital funds for the school. Lisa has volunteered at numerous events and has been instrumental in securing raffle prizes from local businesses for the various raffles held by the PFA.

You have all had an incredible impact on the Bishop Luffa PFA with the thousands of accumulated hours you have all willingly given to support the PFA. On Behalf of the PFA members before you and the ones to come after you, our heartfelt thanks.

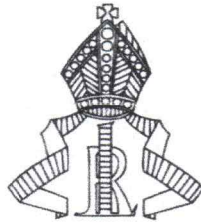
It has been quite a rollercoaster year for us, and not without its challenges and barriers, but we have had a truly wonderful journey and remarkable experience and are so proud of the team we have had supporting us along the way. The overarching purpose of the PFA is to raise money to support the school using just volunteer hours. The fact that the PFA does and continues to do so is testament to God's grace and the strong sense of support within the Parents, Friends and Carers in our school community who step forward to do what they can when they can for the greater good of the school.

On behalf of the PFA Trustees, thank you to everyone who supports and promotes the efforts of the Bishop Luffa Parents and Friends Association.

Julie Howard & Sharon Quail

Trustees and Outgoing Co-Chairs Bishop Luffa PFA

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BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS FOR FINANCIAL

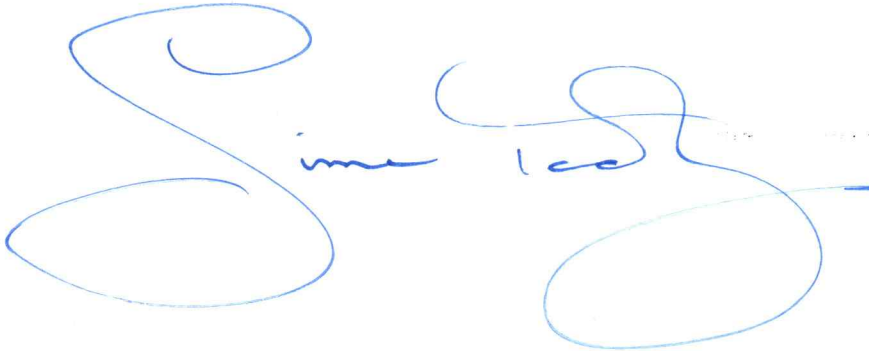
YEAR ENDED 31ST JULY 2024

Treasurers Comments :

This is my last set of accounts as I will be stepping down as Treasurer at the next AGM. The PFA continues to offer great help and support to the school, but since Covid has lost 2 big sources of income, the Annual Big Raffle and the steady ongoing decline in Covenanted income. These will need to be addressed in the future if the PFA is to offer the same level of support to the school, with a review of the PFA's regular commitments and the amount it holds in Reserve.

The small loss of £1,725.01 was met from existing reserves , but is almost covered by the 2023-24 Gift Aid rebate which will be seen in next years accounts

The School Shop had a record year with just over £3700 in sales.



Prepared by : Simon Tooley
Treasurer of the PFA
4th November 2024

Head Teacher's Comments

Mr A Hindman Head Teacher

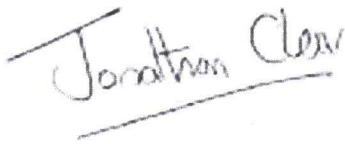
Dated :

Comments by the Accounts Examiner

I have examined to the best of my ability the Bishop Luffa Parents and Friends Association accounts, consisting of the balance sheet, receipts and payments account and notes, for the year ending 31st July 2024. My examination included a review of the financial records held by the Association and a comparison of the accounts presented with those records.

I was successful in agreeing my sample testing on income and expenditure items back to verifiable source documents and all closing bank account balances from their respective bank statements to figures included in the accounts.

On conclusion therefore, my examination leads me to believe that these accounts present a true and accurate record of the Bishop Luffa Parents and Friends Association finances for the period 1st August 2023 to 31st July 2024.

A handwritten signature in black ink that reads "Jonathan Clear". The signature is written in a cursive style and is underlined with a single horizontal line.

Jonathan Clear BSc (Accounts Examiner)

DATE: 10th November 2024.

	<u>2023-24</u>	<u>2022-23</u>
<u>PAYMENTS to THE SCHOOL 2023-24</u>		
Minibus Leases - 50%	£5,304.00	£5,304.00
Counselling	£3,000.00	£3,000.00
Well Being Activities	£3,832.82	£1,500.00
School Charitable Fund	£3,000.00	£3,000.00
Lighting Desk	£4,250.00	
Art Dept - Tile Printing Equipment	£4,636.20	
Donation received in error	£30.00	
Textiles - Sewing Machines	£0.00	£777.00
After School Games Club	£0.00	£200.00
vi) Ukranian Appeal	£500.00	£24,524.50
6th Form Laptops	£0.00	£200.00
Ukranian Parents Social Evening	£0.00	£600.00
School Chickens Project	£0.00	£1,000.00
iv) Medieval Fayre - LOAN	£0.00	£1,600.00
Reader Pens & Tablets	£0.00	£2,211.00
Sphere Bolt Robots	£0.00	£1,575.39
	£24,553.02	£45,491.89
PROFIT / DEFICIT FOR THE YEAR	-£1,725.01	-£5,913.21

Notes:

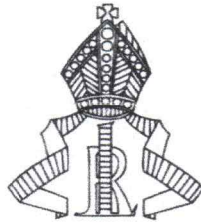
- i) & ii) Of continued concern is the drop in regular Covenanted Income and this is also reflected in the rebate levels from the Government. The rebate relates to Gift Aided income received during the 2022-23 financial year
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- v) There was a big increase in the amount of Interest Received due to the increase in the Banks Base Rate
- vi) Within the Donations figure, there was a £500 donation from the P Beecham Trust which was to given to assist with the education of the Ukranian Students and there is a corresponding £500 Donation to the school
- vii) This includes a £91 expense from the 2023 Prom which was submitted late

BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

YEAR ENDED 31-7-2024

BALANCE SHEET

	<u>As at 31-7-2024</u>	<u>As at 31-7-2023</u>
<u>Current Assets</u>		
Cash at bank	£28,783.00	£26,687.19
Well Being Fund	£12,914.04	£16,734.86
Cash in hand	£193.05	£193.05
<u>TOTAL ASSETS</u>	£41,890.09	£43,615.10
<u>Current Liabilities</u>		
Accrued Expenses	£0.00	£0.00
<u>TOTAL LIABILITIES</u>	£0.00	£0.00
<u>TOTAL ASSETS LESS TOTAL LIABILITIES</u>	£41,890.09	£43,615.10
GENERAL FUND		
As at 1st August 2023	£43,615.10	£49,528.31
Deficit for Year	-£1,725.01	-£5,913.21
As at 31st July 2024	£41,890.09	£43,615.10
	£0.00	£0.00



BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS FOR FINANCIAL

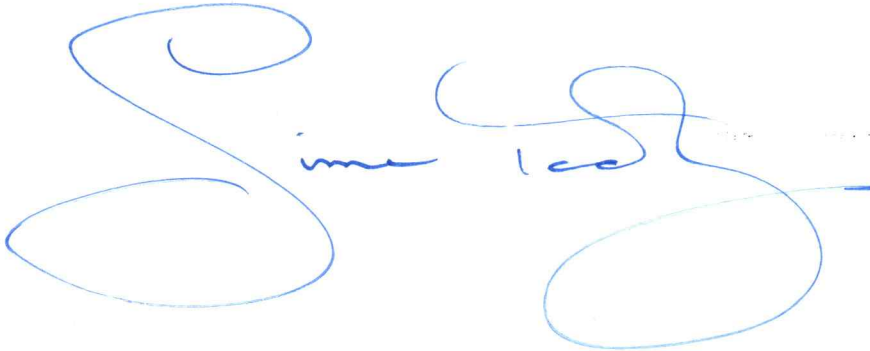
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Treasurer of the PFA
4th November 2024

Head Teacher's Comments

Mr A Hindman Head Teacher

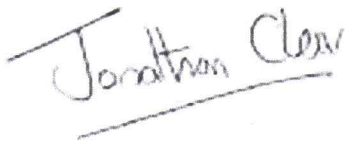
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Jonathan Clear BSc (Accounts Examiner)

DATE: 10th November 2024.

BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

FINANCIAL YEAR ENDED 31-7-2024

RECEIPTS & PAYMENTS ACCOUNT

NOTES: RECEIPTS

	<u>Year ended 31-7-2024</u>	<u>FYE 31-7-2023</u>
<u>EVENTS</u>		
	Yr 7/8 Disco	543.75
	60th Anniversary Celebrations	4,017.79
	Prom Fund Raising	1,700.01
	Litvenko Opera Donations	£0.00
	Burns Night	£3,331.12
	Raffles	£215.00
	Refreshment sales from other events	£1,175.16
	£10,982.83	£24,624.50
		4,536.64
		£765.00
		£1,855.50
		£31,781.64
<u>OTHER INCOME</u>		
	Shop Sales	£3,729.58
	Friends Subscriptions	£110.00
i)	Covenant Income	£7,760.00
	Well Being Income	£12.00
	NET Prom Dress Sales, Refreshments & Raffle	£1,380.27
	Open Evening	£0.00
ii)	Gift Aid Rebate	£1,975.74
iii)	Amazon Smile	£0.00
	Easy Fund Raising	£338.30
	Pay Pal Just Giving	£35.00
iv)	Repayment of Medieval Loan	£1,600.00
v)	Interest	£454.56
	Clothing Bank	£213.60
vi)	Donations	£772.71
	£18,381.76	£13,803.05
		£1,021.46
		£222.15
		£0.00
		£131.57
		£230.36
		£0.00
		£124.71
		£0.00
		£0.00
		£29,364.59
		£45,584.69
<u>TOTAL REVENUE</u>		
<u>EXPENDITURE</u>		
<u>EVENTS</u>		
	Burns Night	£2,135.36
	Raffles	£20.00
	Yr 7/8 Disco	£331.32
	Prom Dress Sales Payments	£515.25
vii)	Prom PFA costs	£1,969.09
	60th Anniversary	£228.90
	AGM / End of Year Refreshments	£28.95
	Yr 7 New Parents Cheese & Wine Evening	£445.31
	Open Evening Costs	£0.00
	Refreshments	£839.40
	Misc	£23.00
	£6,536.58	£2,976.84
		£120.00
		£0.00
		£452.50
		£1,143.70
		£0.00
		£456.32
		£110.20
		£320.60
		£425.85
		£6,006.01
		£22,828.01
		£39,578.68
	<u>TOTAL COSTS</u>	
	<u>GROSS SURPLUS FOR YEAR</u>	

	<u>2023-24</u>	<u>2022-23</u>
<u>PAYMENTS to THE SCHOOL 2023-24</u>		
Minibus Leases - 50%	£5,304.00	£5,304.00
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BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

YEAR ENDED 31-7-2024

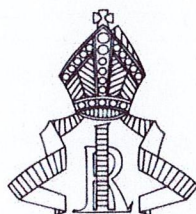
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BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales - Charity number 277012

Accounts



BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS FOR FINANCIAL

YEAR ENDED 31ST JULY 2023

Treasurers Comments :

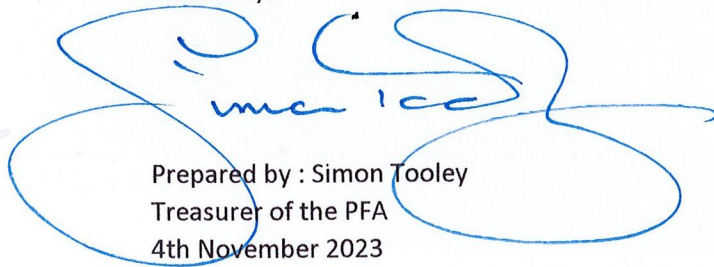
The knock on effect of Covid and the current economic climate has had a marked impact on Gift Aid donations, with covenanted income down by just over £2,000. So that the PFA can still keep its other commitments to the school, we made the difficult decision to reduce our Counselling contributions back to £3,000.

The Head's appeal to the Audience at the "Litvenenko Opera" resulted an amazing level of generosity, enabling the PFA to donate this to the school without effecting our other contributions. These funds have been used by the school to provide extra help to children from Ukranian families displaced by the war with Russia.

Burns Night was a very succesful, fun evening. A reduced menu was offered, enabling us to introduce a Kayleigh dance for the first time which proved very popular. Sadly the Yr 7/8 Disco had to be cancelled due to industrial action

A £5,914 loss has been shown for the year, but when payments which have been received in the new financial year, there will only be a small loss for the year.

None of this would be possible without the help and support of all those who serve on the PFA and give up their free time, for which I, my Co-Chair and school are eternally grateful. And finally, on behalf of the PFA I would to thank all those parents who help support the work of the PFA, be it by making regular Gift Aid contributions, attending events , or helping in other ways



Prepared by : Simon Tooley
Treasurer of the PFA
4th November 2023

Head Teacher's Comments

These accounts validate the PFA's strategy of building up reserves so that services don't have to be cut immediately when income falls. The school is so grateful for the regular commitment to fund the mini-bus and counselling; if they were to go, we would struggle to offer 'life in all its fullness': the work of the PFA is that critical to how we run as a school.

It felt as though we emerged from Covid this year: although there had been progress during the previous year, in 2022-23 all of the main events ran, the uniform shop was open consistently and there were refreshments at the majority of events in school. The PFA has also managed to recruit a team to replace parents and carers who left during the pandemic. It is great to hear the plans for next year: the PFA is still working hard, despite the difficult



Mr A Hindman Head Teacher

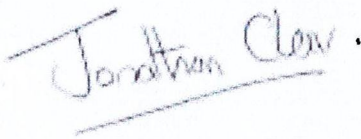
Dated : 20.4.23

Comments by the Accounts Examiner

I have examined the Bishop Luffa Parents and Friends Association accounts, consisting of the balance sheet, receipts and payments account and notes, to the best of my ability for the year ending 31st July 2023. My examination included a review of the financial records held by the Association and a comparison of the accounts presented with those records, with supporting explanations from the Treasurer provided on request.

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A handwritten signature in blue ink that reads "Jonathan Clear". The signature is written in a cursive style and is underlined with a single horizontal line.

Jonathan Clear BSc (Accounts Examiner)
DATE: 15th November 2023.

	<u>2022-23</u>	<u>2021-22</u>
<u>PAYMENTS to THE SCHOOL 2022-23</u>		
Minibus Leases - 50%	£5,304.00	£5,304.00
Counselling	£3,000.00	£5,000.00
Well Being Staff Training	£1,500.00	
Well Being Counselling	£0.00	£4,000.00
School Charitable Fund	£3,000.00	£3,000.00
Textiles - Sewing Machines	£777.00	
After School Games Club	£200.00	
Ukranian Appeal	£24,524.50	
6th Form Laptops	£200.00	
Ukranian Parents Social Evening	£600.00	
School Chickens Project	£1,000.00	
iv) Medieval Fayre - LOAN	£1,600.00	
Reader Pens & Tablets	£2,211.00	
Sphere Bolt Robots	£1,575.39	
Laser Cutter - Prodcut Design	£0.00	£5,208.00
Display Screens - Languages	£0.00	£1,000.00
Trophy Cabinet - School	£0.00	£996.46
Costumes - Drama / Dance	£0.00	£231.37
ECO Race entry fee - School	£0.00	£92.00
	£45,491.89	£24,831.83
PROFIT / DEFICIT FOR THE YEAR	-£5,913.21	£20,337.88

Notes:

- i) The Head attended a concert in support of Ukrainian refugees and made an appeal for funds to assist with the costs of providing additional help and support to Ukrainian children that Bishop Luffa have given places to. Included within this amount were a £20,000 donation from the Boltini and £500 from the Allen Family Trust Funds
- ii) No income received from the school Prom sales as a small loss made (loss not posted till after year end **£114.49**). However PFA expenses were still incurred, but these were offset by a "Go Fund Me" fund raising campaign. However these funds £1056.86 were not received until Oct and will be in next years accounts. The Prom therefore made a small loss overall of £201.33 which is covered by residual Prom funds from previous years
- iii) The Gift Aid rebate wasn't received in time for these accounts
- iv) A loan was made to the school to help with the set up costs for a Medieval Fayre. This was originally planned for July but was postponed until September. Repayment of the loan was made in full in September and will feature in next years accounts

BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

YEAR ENDED 31-7-2023

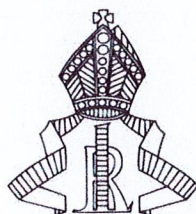
BALANCE SHEET

	<u>As at 31-7-2023</u>	<u>As at 31-7-2022</u>
<u>Current Assets</u>		
Cash at bank	£26,687.19	£31,063.53
Well Being Fund	£16,734.86	£18,222.86
Cash in hand	£193.05	£241.92
<u>TOTAL ASSETS</u>	£43,615.10	£49,528.31
 <u>Current Liabilities</u>		
Accrued Expenses	£0.00	£0.00
<u>TOTAL LIABILITIES</u>	£0.00	£0.00
<u>TOTAL ASSETS LESS TOTAL LIABILITIES</u>	£43,615.10	£49,528.31
 GENERAL FUND		
As at 1st August 2022	£49,528.31	£29,190.43
Surplus / Deficit for Year	-£5,913.21	£20,337.88
As at 31st July 2023	£43,615.10	£49,528.31
	£0.00	£0.00

BISHOP LUFFA SCHOOL PARENTS AND FRIENDS ASSOCIATION

England & Wales - Charity number 277012

Accounts



BISHOP LUFFA PARENTS AND FRIENDS ASSOCIATION

Registered Charity Number 277012

ACCOUNTS FOR FINANCIAL

YEAR ENDED 31ST JULY 2023

Treasurers Comments :

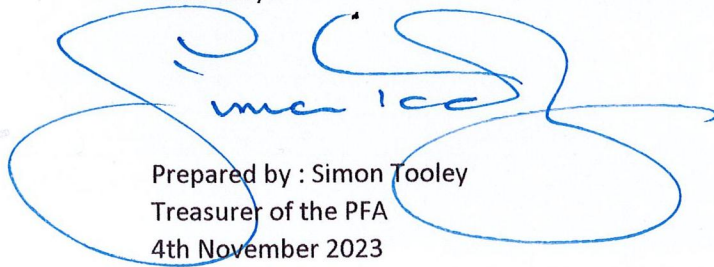
The knock on effect of Covid and the current economic climate has had a marked impact on Gift Aid donations, with covenanted income down by just over £2,000. So that the PFA can still keep its other commitments to the school, we made the difficult decision to reduce our Counselling contributions back to £3,000.

The Head's appeal to the Audience at the "Litvenenko Opera" resulted an amazing level of generosity, enabling the PFA to donate this to the school without effecting our other contributions. These funds have been used by the school to provide extra help to children from Ukranian families displaced by the war with Russia.

Burns Night was a very succesful, fun evening. A reduced menu was offered, enabling us to introduce a Kayleigh dance for the first time which proved very popular. Sadly the Yr 7/8 Disco had to be cancelled due to industrial action

A £5,914 loss has been shown for the year, but when payments which have been received in the new financial year, there will only be a small loss for the year.

None of this would be possible without the help and support of all those who serve on the PFA and give up their free time, for which I, my Co-Chair and school are eternally grateful. And finally, on behalf of the PFA I would to thank all those parents who help support the work of the PFA, be it by making regular Gift Aid contributions, attending events , or helping in other ways



Prepared by : Simon Tooley
Treasurer of the PFA
4th November 2023

Head Teacher's Comments

These accounts validate the PFA's strategy of building up reserves so that services don't have to be cut immediately when income falls. The school is so grateful for the regular commitment to fund the mini-bus and counselling; if they were to go, we would struggle to offer 'life in all its fullness': the work of the PFA is that critical to how we run as a school.

It felt as though we emerged from Covid this year: although there had been progress during the previous year, in 2022-23 all of the main events ran, the uniform shop was open consistently and there were refreshments at the majority of events in school. The PFA has also managed to recruit a team to replace parents and carers who left during the pandemic. It is great to hear the plans for next year: the PFA is still working hard, despite the difficult



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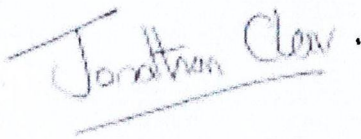
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BISHOP LUFFA PARENTS & FRIENDS ASSOCIATION

YEAR ENDED 31-7-2023

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